

**Project Documents for: Testing and Recharging Foundation  
Protection System for Bethel Hanger, OMS and USB**

**Project No. 02A6010009/02A6010010/02A6010011**



**State of Alaska  
Department of Military and Veterans Affairs  
Facilities Management Office  
PO Box 5-549, Fort Richardson, Alaska 99505**

**Project Information: <http://www.fmo.dmva.alaska.gov>**

**Bid Opening: 6/25/10**

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State Small Procurement - AS 36.30.320 (a)

**PROJECT MANUAL FOR:** Testing and Recharging Foundation Protection System for Bethel Hanger, OMS and USB

**Project No.** 02A6010009/02A6010010/02A6010011

## PROPOSAL AND CONTRACT REQUIREMENTS

<u>Form</u>	<u>Color Code</u>
SPC 001	White
SPC 002	White
Statement of Work	White
Area of Work Drawing	White
Special Notice to Bidders	White
Subcontractors List	White
Department of Labor, Notice of Work	White
Contractor's Questionnaire, 25D-8	White

### State Wage Rates

State wage rates can be obtained at <http://www.labor.state.ak.us/lss/pamp600.htm>.  
Use the State wage rates that are in effect 10 days before Bid Opening. The Department will include a paper copy of the State wage rates in the signed Contract.

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DEPARTMENT OF MILITARY AND VETERAN AFFAIRS  
FACILITY MANAGEMENT OFFICE

INVITATION FOR QUOTES FOR  
A SMALL PROCUREMENT  
(CONSTRUCTION RELATED)  
[per AS 36.30.320(a)]

Project Name: Testing and Recharging Foundation Protection System for Bethel  
Hanger, OMS and USB  
Project #: 02A6010009/02A6010010/02A6010011  
Location: Bethel, Alaska

Procurement Agency and Address:

State of Alaska, DMVA-FMD  
PO Box 5800  
Fort Richardson, Alaska 99505

Procurement Officer:

Mike Melbostad

Date of Issuance: June 2, 2010

DESCRIPTION OF WORK, REQUIRED COMPLETION DATE, LISTING OF ATTACHMENTS:

- Construction project requiring contractor to provide all labor, material equipment, supervision and O/H to test and recharge if necessary foundation protection systems at three location in Bethel, Alaska. All results will be documented and provided to owner.
- Installation must meet or exceed all applicable codes (State, Federal, Municipal, etc).
- The contractor will provide a one-year warranty covering all materials and labor.
- Quality of workmanship must meet or exceed career field industry standards.
- Project timeline to meet conditions identified on the drawing and listed in the Statement of Work.

Contact will be awarded as a lump sum basic bid with no alternates.

The Project cost estimate is: ☐ under \$ 2,000 ☒ \$ 2,000 - \$ 25,000 ☐ \$ 25,000 - \$ 100,000 \*

\* Quotes in excess of \$100,000 will be deemed non-responsive.

Davis-Bacon Wages (Title 36.05): ☒ are are not ☐ required on this project.

The following insurance coverage's are required: ☒ Workers Comp ☒ General Liability ☒ Automobile

Quotes for furnishing all labor, equipment and materials and performing all work for the above Project are invited. To be eligible for Consideration, quotes must be received before 2:00 pm local time on the 25th of June, 2010. Late quotes cannot be accepted. Disadvantaged Business Enterprises (DBE's) may submit quotes and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an Award which results from this invitation. Any errors, omissions, or questions pertaining to solicitation procedures or Project requirements, requests for additional documents, or inquiries pertaining to site conditions or scheduled visits must be made to:

Project Manager: Mike Melbostad at: State of Alaska Department of Military and Veteran Affairs P.O. Box 5-549 Ft. Richardson, Alaska 99505-0549

, Telephone: (907) 428-7496 ; Fax: (907) 428-6757

Applicable provisions of AS 36.30 and 2 AAC 12 govern this solicitation.

**SUBMITTAL OF QUOTES:** Quotes for this Project must be submitted in the manner noted below. All Offerors must familiarize themselves with the *Instructions to Offerors*, page 2 of this form, prior to submitting their quote.

- VERBAL QUOTES SHALL BE GIVEN TO \_\_\_\_\_  
AT THE ABOVE NOTED TELEPHONE NUMBER, PRIOR TO THE STATED DEADLINE.



- WRITTEN QUOTES, INCLUDING AMENDMENTS OR WITHDRAWALS, MUST BE RECEIVED PRIOR TO THE ABOVE NOTED DEADLINE. QUOTES MUST BE SUBMITTED ON FORM SPC-002, QUOTE SUBMITTAL, ATTACHED.

Written quotes may be submitted by Fax, hand delivered, or mailed in a sealed envelope. Confidentiality is only assured for sealed quotes. Mailed quotes must allow time for delivery and the envelope must be marked as follows:

**Quote for Project:**

Name:  
Number:

**Procurement Agency Address:**

State of Alaska, DMVA-FMD  
PO Box 5-549  
Fort Richardson, Alaska 99505-0549

Quote amendments or withdrawals must be made in writing to the individual of the Procurement Agency receiving the quotes, and must be received prior to the time for quote submittal.

**STATE OF ALASKA  
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS**

**INVITATION FOR QUOTES FOR  
A SMALL PROCUREMENT  
(CONSTRUCTION RELATED)**

**INSTRUCTIONS TO OFFERORS**

The State of Alaska desires that all Offerors submitting quotes on construction contracts are given a fair and equal opportunity to compete. Offerors are required to follow these instructions:

**REVIEW THE PROJECT DOCUMENTS:** Most construction Projects in excess of \$1,000 will have some type of written documentation prepared expressly for the Work. If you are asked to submit a quote and no written information has been provided, you should ask the procurement Agency for written documentation. If the scope of services have been described to you verbally, and you are selected for Contract Award, you must ensure that the information of the services to be performed (scope of work) is put in writing prior to accepting the Contract. When providing a Quote, carefully review and consider all materials related to the solicitation and work of the contract. **By submitting a quote the Offeror warrants that they are familiar with the Project requirements, have visited or otherwise examined the site, and are aware of the conditions to be encountered.** Offerors can verify the contents and completeness of their quote documents by contacting the procurement Agency individual named on the front of this form.

**SUBMITTING THE QUOTE:** The Quote must be submitted in one of the following formats as called for in the Invitation:

1. **ORALLY** - if a verbal quote is solicited, the Offeror must provide, in addition to their quote amount and mailing address -- (1) their valid Alaska Business License number, (2) if applicable, a valid Contractor's Registration number, (3) their status as an Alaskan Bidder (Offeror), (4) their intended use of Alaskan products, (5) the carrier's name and policy number for their Workers' Comp Insurance (or a statement of sole proprietorship, if applicable), and (6) the Employer (Tax) Identification Number or Social Security Number. The Procurement Agency will enter this information on the quote schedule.
2. **WRITTEN** - if a written quote is solicited, the Offeror must complete, in ink or typewritten, the *Small Procurement Quote Submittal*, Form SPC-002. Failure to acknowledge receipt of addenda or to execute the form correctly and completely may disqualify the quote.

**NOTE:** The Department of Labor requires an Offeror to be licensed and registered for the required type of work prior to submitting a quote. If the procurement Agency determines the Offeror is improperly registered or licensed, their quote may be deemed nonresponsive.

**SUBCONTRACTOR LISTING:** Subcontractors intended to be utilized on this contract must be listed in the response to the solicitation. Work shall not be awarded to any subcontractor without prior approval from the procurement Agency. Subcontractors may be added or removed only as approved by the procurement Agency.

**DETERMINATION OF THE LOWEST RESPONSIBLE QUOTE AND CONTRACT AWARD:** Following receipt and determination of all responsive oral, written or sealed quotes, the procurement Agency will compare the quotes and determine the lowest Offeror. If the procurement Agency discovers a discrepancy between the unit price amount and the extended amount; the unit price amount will prevail. Conditioned quotes, unless expressly requested, will not be considered. When the quote schedule is composed of a basic amount with alternates, the procurement Agency will base its determination of the low quote and the amount of the Contract Award solely upon those quotes, basic and alternates, that are priced within the extent of available construction funds. Alternates will be considered for Award in the order listed, except that if the order of Offerors is not affected, the Award may include any combination of funded alternates, or none, as may be in the best interest of the procurement Agency.

When determining the lowest quote, the procurement Agency will also give a 5% Alaska Offeror's preference and an appropriate Alaska Products preference to quotes designating the applicability of a preference. To qualify for the Offeror's preference (per AS 36.30.170) the Offeror must (1) hold a current Alaska Business License, (2) submit the quote under the name appearing on the license, (3) have staffed and maintained a place of business within Alaska for the previous six months and (4) be incorporated or qualified to do business under the laws of the State. In addition, if the Offeror is a partnership or joint venture, all parties must meet the criteria to be eligible for the preference. Upon request, a booklet fully describing the Alaska Products preference program is available from the procurement Agency.

The procurement Agency will make a determination of **responsibility** as required by 2 AAC 12.490. If the lowest Offeror is declared responsible, the procurement Agency will execute the *Notice of Award / Notice to Proceed*, Form SPC-003, and send it to the Offeror for acknowledgement. If the lowest Offeror is found to be nonresponsible, this process will be repeated with the second lowest Offeror -- and so on until the lowest responsive and responsible Offeror is determined.

**NOTICE OF AWARD AND PROTEST:** A written notice will be provided on all Awards exceeding \$ 25,000 (2 AAC 12.400(h)). All protests must be filed with the Commissioner of the procurement Agency (or designee) and copied to the Procurement Officer. Protest procedures are described in AS 36.30.560 and 2 AAC 12.695. The extent of the protest remedy is limited to quote preparation costs (AS 36.30.585).



STATE OF ALASKA  
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
FACILITY MANAGEMENT OFFICE

SMALL PROCUREMENT QUOTE SUBMITTAL  
(CONSTRUCTION RELATED)

[per AS 36.30.320(a)]

Project Name : Testing and Recharging Foundation Protection System for Bethel Hanger, OMS and USB	Procurement Agency and Address:
Project #: <b>02A6010009/02A6010010/02A6010011</b> Location: Bethel, Alaska	State of Alaska DMVA/FMO PO Box 5-549 Fort Richardson, AK 99505-0549
Procurement PM: Mike Melbostad Officer: Phone: 428-7496 Fax: 907-428-6757	Date of Issuance : 6/02/10 Bid is Due: 6/25/10

**QUOTE:** Offerors must read all attachments to this schedule.

Basic Bid: Test and Recharge Foundation Protection Systems at Three (3) facilities in Bethel, Alaska.

I have reviewed the bid documents, with addenda \_\_\_\_\_, and understand the scope of services and conditions required for Project Number 02A6010009/02A6010010/02A6010011. I agree to furnish all necessary labor, materials, and equipment for the above amount(s). The Work shall be accomplished in a professional manner acceptable to the Procurement Officer.

Contractor \_\_\_\_\_ Contractor Reg. No. \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Business License # \_\_\_\_\_ EIN or SSN \_\_\_\_\_ Phone # \_\_\_\_\_

Offeror is Claiming: ☐ Alaska Bidder's Preference ☐ Alaska Products Pref. (worksheet)

Offeror to Complete this Portion

Procurement Officer: Mike Melbostad

Date of Receipt of Bid: \_\_\_\_\_

## **STATEMENT OF WORK**

Testing and Recharging Foundation Protection System for Bethel Hanger, OMS and USB  
Project Number: 02A6010009/02A6010010/02A6010011

**DMVA/FMO**

**June 2,2010**

### **SW-1 SCOPE:**

- Construction project requiring contractor to provide all labor, material, equipment, supervision and overhead to test and recharge if necessary foundation protection systems at Bethel AKARNG Hanger, AKARNG OMS, and AKARNG USB. Contractor to provide testing and recharging data to owner

### **SW-2 LOCATION:**

- The work site is located at Bethel, Alaska

### **SW-3 PRICIPLAL ITEMS OF WORK:**

- Successful contractor must provide signed "Notice of Work" documentation from the State of Alaska, Department of Labor to contracting officer prior to receiving Notice to Proceed..
- Successful contractor must provide signed "Notice of Completion" documentation from the State of Alaska, Department of Labor to contracting officer prior to receiving final payment.
- Note! Performance, bid and payment bonds are not required for Small Procurement contracts less then \$80,000.00.

### **SW-4 MATERIALS:**

- Contractor to supply all material necessary to complete project.
- All material used on this project must meet all applicable codes and regulations relating to the actual work being performed.
- All materials and chemicals must be used in accordance with State and Federal Guidelines.

### **SW-5 TOUR OF JOB SITE:**

- Job site visits to be coordinated and arranged through Project Manager

### **SW-6 SPECIFICATIONS:**

- Contractors must comply with OSHA Safety Standards.
- All work is to be performed in accordance with industry standards and all applicable codes. Contractor will provide all labor, materials, tools, equipment and supervision to complete this work. All project documentation paper work will be forwarded with final billing.

**END OF SECTION**

## **SPECIAL NOTICE TO BIDDERS**

### **NEW "LITTLE DAVIS BACON ACT" CHANGES FILING PROCESS AND ASSESSES SPECIAL FEES ON PUBLIC WORKS CONSTRUCTION PROJECTS**

The news release concerning these changes is at: <http://labor.state.ak.us/news/2003/news03-23.htm>

Governor Murkowski signed CSHB 155 into law on June 16, 2003. This new law allows contractors working on certain public construction projects to file bi-weekly versus weekly-certified payrolls to the Alaska Department of Labor and Workforce Development (DOLWD), **and** it levies filing fees.

- **What does this change accomplish?**

**State Funded Projects** - Instead of submitting certified payrolls weekly, prime Contractors working on State funded public construction projects are now allowed to file certified payrolls every other week - bi-weekly payroll reports on State funded project shall not contain Social Security Numbers. In conjunction with this statutory change, the DOLWD is revising the certified payroll form. The revised certified payroll form is available at:  
<http://www.labor.state.ak.us/lss/lssforms.htm>

**Federally Funded Projects** - Federal weekly payroll filing requirements under 29 CFR 5.5 (a) (3) are not changed by this new law. But, the assessment of a one percent fee based on the estimated value of work performed and of the value of each subcontractor's price now applies (see below).

And, Federal Statute and form 25D-55 still require Social Security Numbers for the certified weekly payroll reports submitted on Federally funded projects.

- **Are there special forms to file and fees to pay?**

The prime Contractor working on any public construction project of \$2,000 or more must file a "Notice of Work" and a "Notice of Completion" form with the DOLWD.

A one percent filing fee will be assessed on contracts greater than \$25,000. The fee will be based on the estimated value of work to be performed by the prime contractor, and one percent of the value of each subcontractor's price. The maximum fee is \$5,000.00.

Amounts paid to owner/operators who do not use employees are exempt from the filing fee.

The Contractor must provide to the Contracting Agency a copy of the "Notice of Work" form that has been date stamped as received by the DOL along with confirmation of fee payment before work on the project may commence.

And, the Contractor must file a "Notice of Completion" with the DOLWD when work is completed. The Contracting Agency will not perform the "close-out for final project completion" until notice from the DOLWD that they have processed the Contractors "Notice of Completion" form. The "Notice of Work" and "Notice of Completion" forms are available at: <http://www.labor.state.ak.us/lss/lssforms.htm>

- **What about emergency work and projects bid opened before July 1, 2003?**

There are special provisions for filing the "Notice of Work" and the payment of fees for an emergency response project. Contractors have 14 days after starting work in which to file the "Notice of Work" and pay the fees on an emergency response project.

A prime Contractor under a contract that had a final bid date before July 1, 2003 will not be required to pay a filing fee, regardless of when the work starts.

- **How can I find out more about this new law?**

Contact the Dept. of Labor Workforce and Development, Wage and Hour Administration at:

Juneau	907.465.4842
Anchorage	907.269.4900
Fairbanks	907.451.2886



## SUBCONTRACTOR LIST

Pursuant to AS 36.30.115

[illegible]

I hereby certify that the above listed Alaska business licenses and contractor registrations (if applicable) were valid at the time bids or proposals were received for this project.

CONTRACTOR (AUTHORIZED SIGNATURE)

DATE \_\_\_\_\_

CONTRACTOR (PRINTED NAME)

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PROJECT NAME

PROJECT NUMBER(S)

## NOTICE OF WORK

### Filing Fee Required

- This form must be typed or printed in ink.
- Fill in all blanks or form will be returned for correction (see back).
- Please allow a minimum of 10 working days for processing.

ENTER YOUR FAX # \_\_\_\_\_  
AND LIST YOUR MAILING ADDRESS BELOW

Contractor, company or agency name, address, city, state & ZIP + 4

Project name		
Specific site description		
Contract awarding agency		
Address		
City	State	ZIP + 4
Contract awarding agency contact person		Phone #
Location and city where work is to be performed		
Date work to begin (m/d/y)	Do you intend to use subcontractors? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Final Bid Date	Contract #	

Primary contractor (has contract with the public agency)

List all contractors & subcontractors (Attach extra sheet if necessary)

Type of work	Amount of subcontract

**CERTIFICATION:** I hereby certify that the above information is correct. Enclosed is the filing fee computed at 1% of the total amount of all my subcontractors on this project. This amount includes the contract value for the primary contractor. I understand that the maximum fee I am required to pay is \$5,000. I further certify that all contractors shall be made aware of the requirements of AS 36.05.010 - .110 and AS 36.10.007 - .990 before working.

Total value of subcontracts	\$
+	\$
Value of work performed by primary contractor	
Amount subject to fee	\$
	<b>Multiply by .01</b>
<b>Total fee enclosed =</b>	<b>\$</b>
<b>ROUND FEES TO NEAREST DOLLAR</b>	

Signature

Date

Title

Fax #

Phone #

For Dept. Use Only

Accepted:

By

Department of Labor and Workforce Development

For Dept. Use Only

Amount: \_\_\_\_\_ Check Number: \_\_\_\_\_ Cash \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Credit Card Confirmation \_\_\_\_\_

Visa \_\_\_\_\_ MC \_\_\_\_\_

Project Name \_\_\_\_\_

DOLWD Project # \_\_\_\_\_

Wage & Hour date-stamped copy of this form will serve as temporary receipt.

## **How to expedite the processing of your form:**

**Acceptance of this notice will be based on the information provided by the primary contractor.**

### **ERRORS THAT CAUSE REJECTION**

No fee included or incorrect amount. If total contract amount is less than \$25,000 no filing fee is required. Contract amounts paid to owner/operators with no employees are exempt from the fee. **The maximum total filing fee for any one project is \$5,000.00.**

Missing – Enter the “time and materials” if applicable. The exact dollar amount will be required on the Notice of Completion to be filed when the project is done.

Missing – The name of each subcontractor and the amount or estimated amount of the subcontract is required. Enter the “time and materials” if applicable. The exact dollar amount will be required on the Notice of Completion to be filed when the project is done.

Missing – Notice of Work must be signed by an authorized representative.

### **FILING INSTRUCTIONS**

If there is not enough space to list all contractor/subcontractor information, attach additional sheets.

A Wage and Hour Administration (WH) date-stamped copy of this form will serve as a temporary receipt, while the acceptance of fees is processed. WH will mail or fax the accepted copy of this notice to the organization provided on the front of this form. Make a copy for your records. This will serve as your notice that the fees paid have been accepted by WH.

For questions call the nearest WH office:

Juneau: (907) 465-4842      Anchorage: (907) 269-4900      Fairbanks: (907) 451-2886

For more forms, see [www.labor.state.ak.us/lss/lssforms.htm](http://www.labor.state.ak.us/lss/lssforms.htm)

Submit the notice and the appropriate filing fee to:

Alaska Department of Labor and Workforce Development  
Wage and Hour Administration  
P.O. Box 107021  
Anchorage, AK 99510-0721

If no fee is required, you may fax the notice to (907) 269-4915

# CONTRACTOR'S QUESTIONNAIRE

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
FACILITIES MANAGEMENT OFFICE  
P.O. BOX 5-549  
FORT RICHARDSON, AK 99505-0549

PROJECT NUMBER: 02A6010009/02A6010010/02A6010011

PROJECT NAME: Testing and Recharging Foundation Protection  
System for Bethel Hanger, OMS and USB

PROJECT LOCATION:

## A. FINANCIAL

1. Have you ever failed to complete a contract due to insufficient resources?  
Yes\_\_\_ No\_\_\_ If yes, explain:

---

2. Describe any arrangements you have made to finance this work:

## B. EQUIPMENT

1. Describe in detail the equipment you have available for this work.

ITEM:	QUAN.:	MAKE:	MODEL:	SIZE/ CAPACITY:	PRESENT MARKET VALUE:
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2. Do you understand that if you are awarded this contract, you may be required to use some or all of the equipment listed above on the work covered by this contract?
3. Do you propose to purchase any equipment for use on this project?  
Yes \_\_\_ No \_\_\_ If yes, describe type, quantity, and approximate cost:
4. Do you propose to rent any equipment for this work? Yes \_\_\_\_\_ No  
If yes, describe type and quantity:
5. Is your proposal based on firm offers for all materials necessary for this project?  
Yes \_\_\_ No
6. Do you intend to subcontract any of the work contained in this project? Yes \_\_\_\_\_ No  
If yes, describe:

Approximate total value \$ \_\_\_\_\_ Percent of Total Bid

### C. EXPERIENCE

1. Have you had previous construction contracts or subcontracts with the State of Alaska? Yes  
No \_\_\_ Describe the most recent or current contract, completion date, and scope of work:
2. List, as an attachment to this questionnaire, other construction projects you have completed, the dates of completion, scope of work, and total contract amount for each project completed in the past 12 months.

Dated at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

I certify that the above statements are true and complete.

Name of Contractor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title of Person Signing

**PROJECT:** : Testing and Recharging Foundation

**Status:** Active

**Advertisement Date:** June 2, 2010

**Bid Due Date:** 2:00pm, June 25, 2010

**Project Name:** : Testing and Recharging Foundation Protection System for Bethel Hangar

**Project Number:** 02A6010009/02A6010010/02A6010011

**Engineer's Estimate:** <25,000

**Description of Work:**

• Construction project requiring contractor to provide all labor, material equipment, supervision and O/H to test and recharge if necessary foundation protection systems at three location in Bethel, Alaska. All results will be documented and provided to owner as listed in the Statement of Work.

**Project Manager:** Mike Melbostad, Phone 907-428-7496, Fax 907-428-6757

**For Bid Documents Contact:** Mike Melbostad, Phone 907-428-7496, Fax 907-428-6757